



Durrington High School are seeking to appoint a  
**Careers Support Adviser**



# Welcome to Durrington High School

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Do you want to work in a great school with a fantastic team of staff and students? Is your core belief that all children are entitled to an excellent education, as this opens doors for them in the future? If so, read on, because we want to hear from you.

Durrington High School is part of Durrington Multi Academy Trust (DMAT) and is a large and oversubscribed school with 1580 students on roll in years 7 to 11. We have a strong and driven SLT and place a great deal of emphasis on recruiting and retaining excellent staff. We are a united team of staff and work together to ensure every single one of our students has the opportunity to go beyond their best. We are both relentless in our pursuit of excellence and immensely proud of our staff and students.

Everything we do at Durrington is driven by our core vision: *“Going beyond our best through kindness, aspiration, perseverance and pride”*

Whether you are keen for a career change or looking to progress from an existing role in a school setting, we will support your induction and development..

The appointed candidate will become an integral part of our wider student support team and have excellent professional development opportunities.

A recently appointed member of staff said:

*“My journey at Durrington High School began in April 2023 when, after 9 years of primary teaching, I felt like I wanted to take my career in a new direction: step out of the classroom but stay within the education sector. The change of pace from a primary school to a large, busy and thriving secondary school has been just what I needed and I love that no two days in my new role are ever the same. From day one I felt included, supported and appreciated by the brilliant leadership team and the lovely colleagues I get to work alongside every day. This has been a perfect next step in my career. I can’t wait to see what new opportunities and challenges come my way at Durrington!”*

If you feel that you can bring something special to our school and Trust, we want to hear from you now!

# The Role

## Careers Support Adviser

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This is a rare opportunity to join our fantastic and committed student support team here at Durrington. We are seeking the very best person for the role who is not only ready to learn but also who shares the same passion and commitment to supporting young people.

Our staff are our greatest asset and, as a team, committed to providing the very best education for each and every student. Central to this is to support their excellent attendance and punctuality to school. Our staff culture is our superpower, we work together to share best practice and create positive change. At Durrington 'getting better never stops'.

### What can Durrington Multi Academy Trust offer you?

- Opportunities to develop in role and promotion for staff with the zest and desire to progress in their career; this includes access to bespoke online training as well as in-house evidence informed CPD.
- The opportunity to work with amazing young people and colleagues who are passionate about what they do.
- A happy school; relationships are very strong between staff and students.
- Health, well-being and work-life balance are extremely important to us. All staff are part of a health insurance scheme, have access to a range of support from external agencies and a free flu vaccination. We are always reviewing and seeking to provide additional benefits for staff.
- A vibrant modern working environment on a spacious site with on-site parking and rail and bus links close by.

### What is the purpose of the job?

The Careers Support Adviser supports the Careers Leader in delivering the school's careers programme across Years 7-11. The role combines administration, student support, employer liaison and careers guidance activity.

Initially, the adviser will work under the guidance of the Careers Leader while developing knowledge, confidence and experience. Over time, there is potential for the role to develop into a more independent student advisory position with careers training.

- To provide careers information and guidance to all students in years 7 - 11
- To provide a high quality service for the school
- To be able to implement and uphold school rules, policies and ethos; being an excellent role model for students
- To be responsible for safeguarding and prioritising the welfare of children

### What are the job particulars?

- NJC Grade 4 scp 6 £25,989, actual salary £12,157
- This is a 20 hours per week role over spread over 4 working days\*. Flexibility will be required to work around events or trips.

\*Working periods may be flexible for suitable candidates.

- There will be occasions when you will need to attend staff meetings. These may finish outside of your normal working hours but will be calendared in advance. Attendance at 2 or 3 evening events through the year are an expectation (e.g. Open Evening)
- Accountable to the Careers Leader, Assistant Headteacher and Co-Headteachers of Durrington High School.
- The activities outlined in this job description are in addition to those general conditions of service and may be modified by the Executive Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

## Broad School Responsibilities

- Promote and safeguard the welfare of children and young people at Durrington High School
- Maintain confidentiality and handle sensitive information appropriately
- Work positively and professionally with students, staff, parents/carers and external partners
- Build effective relationships across the school community with a calm, organised and proactive approach
- Contribute to a welcoming and supportive school environment

## Careers Department Responsibilities

- Support students to make informed decisions about their future pathways.
- Work effectively with students through group sessions, one-to-one support and occasional classroom activities. Remaining impartial and non judgemental at all times.
- Communicate professionally with parents/carers, staff, and external employers
- Develop knowledge of CEIAG, Gatsby Benchmarks, Post 16 pathways and local labour market information
- Support the planning and delivery of careers events, employer encounters and careers trips
- Help organise and administer the school's careers programme, including student tracking, communications, resources and follow-up work
- Plan and support the co-ordination of the Year 10 work experience programme
- Supervise and support students at breaks (Careers Club) and other careers activities
- Help develop relationships with employers, alumni and external organisations
- Create and maintain careers displays, resources and student engagement activities
- Support the Careers Leader with assemblies, presentations and wider programme delivery
- Promote careers education across the curriculum by working in partnership with departments
- Contribute to the ongoing development and improvement of the careers programme

# Package

**Accountable to:** Careers Leader / Assistant Headteacher

**Salary Range:** NJC Grade 4 scp 6 £25,989, actual salary £12,157

**Hours:** 20 hours per week spread over 4 days, Term time only plus training days and major school events i.e. Open Evening and the careers fair. Flexibility will be required to work around events or trips.

This is a term time only role (39 weeks of the year) and your salary is paid in equal monthly instalments throughout the whole year.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified. The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

Following a discussion with the Co-Headteachers, this job description may be amended at any time to reflect or anticipate changes in the job, commensurate with the salary and job title. The job description will be reviewed annually as part of the appraisal process.

# Candidate specification

Attributes	Essential	Desirable	How identified
<b>Physical and sensory</b>	Ability to work under pressure and manage time effectively Demonstrate emotional resilience in challenging situations. Professional smart appearance.		Evidence will be taken from your application, interview and references
<b>Qualifications</b>	Minimum GCSE grade C or equivalent in Maths and English and good IT skills.	NVQ level 4 in Advice and Guidance or equivalent.*  *There is potential to gain this qualification as part of ongoing CPD for the successful candidate.  Driving licence	Evidence will be taken from your application, interview and references
<b>Experience</b>	Successful experience of working with others. Excellent interpersonal skills.	Experience of working in a related field.	Evidence will be taken from your application & interview
<b>Training</b>	Willing to be responsible for your own professional development and to		Evidence will be taken from your application, interview and references

	disseminate best practice to colleagues		
<b>Leadership skills</b>	Be able to prioritise and ensure no important task is left undone. Be proactive, but know when to refer on.		
<b>Skills and qualities</b>	Strong work ethic and willingness to contribute to a busy department  Excellent communication and interpersonal skills  Organised and accurate, with strong attention to detail  Calm, professional and able to act with tact and sensitivity  Creative ability to support promotions, displays and student engagement  Motivated, reliable and committed to equality of opportunity for students.  Confident using Microsoft Word and Excel		Interview Tasks References

## Safeguarding

Durrington High School is committed to safeguarding and promoting the welfare of all children and young people. We support all staff and volunteers through regular training and expect everyone working at the school to be proactive and adhere to our Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.